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OTR 356

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :Director of Training

DATE: 2 June 1953

FROM :Chief, General Services Office

SUBJECT: Training Requirements for Fy 1954 and Fy 1955 Projected

Training requirements for Fy 1954 and projected requirements for Fy 1955 are submitted for budgetary purposes as follows:

1. SPECIALIZED PROGRAMS - OTHER

a. Space, Maintenance and Facilities Division

Type of Training	Training Objective	Number of Personnel to be Trained Fy 1954	Fy 1955
Architectural Drafting	To obtain technical competence in space planning and layout, drafting of architectural working drawings, remodeling and reading of blueprints.	4	2

b. Printing and Reproduction Division

Type of Training	Training Objective	Number of Personnel to be Trained Fy 1954	Fy 1955
Offset Lithographic Reproduction	To provide technical competence in Offset Lithographic Reproduction.	6	3
Color Photography	To provide technical competence in Camera and Printing Techniques for Color Photography.	2	1
Linotype Maintenance and Operation	To provide technical competence in the operation and maintenance of linotype machines.	2	1

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c. Records Services Division, Records Mgt. & Dist. Branch

Type of Training	Training Objective	Number of Personnel to be Trained Fy 1954	Fy 1955
Advanced Records Management	To obtain technical competence in advanced records management.	10	10
Records Management Consultants	To meet agency needs in providing technical competence in Records Administration and procedures.	See supporting program. (20)	(15)

d. Records Services Division, Machine Records Branch

Type of Training	Training Objective	Number of Personnel to be Trained Fy 1954	Fy 1955
Executive Management Training	To enable supervisory personnel to broaden their knowledge on the capabilities of EAM equipment and thereby facilitate planning and implementation of broad programs entailing statistical and accounting requirements.	3	2
Customer Administrative, Accounting Management Program	To provide technical competence in the use of EAM equipment and technical application of procedures.	6	6
General Operator Training Program	To provide technical competence in the operation of EAM equipment	20	20
Basic and Advanced Wiring Program	To provide technical competence in the wiring of EAM equipment.	20	20

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Approved For Release 2001/07/23 : CIA-RDP58-00403A000100070038-1

d. Records Services Division, Machine Records Branch (Continued)

Type of Training	Training Objective	Number of Personnel to be Trained Fy 1954	Fy 1955
Administrative Procedure	To develop competence in supervision and administrative planning of operational routines.	2 (51)	2 (50)

Supporting data comprising program descriptions and identification of courses, where applicable, are provided in the attached summaries.

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[redacted]

Chief, General Services Office

Attachments:
1 SM&FD
2 Pr. & Repro. Div.
3 Records Mgt. & Dist. Br.
4 Machine Records Br.

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